



## Village of Westmont

# GUIDELINES FOR COMMUNITY PROGRAMMING GRANTS

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#### ***Introduction***

In the interest of increasing the number of people involved in Westmont Community Cable Television (WCCT Channel 6) programming as well as the quantity and quality of these programs, the Village of Westmont makes grant funds available under the following guidelines. These grant funds are made possible through the Village's Cable Franchise Agreement with Media One.

The Westmont Communications Commission, made up of citizens of your community, administers these funds and awards them on a periodic basis. In order to carry out the purpose of this grant money, the Commission and MediaOne have developed these guidelines.

#### ***Eligibility For Funds:***

Residents of the Village of Westmont or organizations and their staff who serve the Village, are eligible for access funds. Non-residents will be considered based upon how a project would benefit the residents of the Village and WCCT.

#### ***Uses Of The Funds:***

Videotapes, graphics, original music, and equipment are some of the items that can be purchased with grant monies. Since the Commission is interested in creating a reservoir of materials for use by future community producers, it asks that any materials bought with the grant money be returned to the Commission when a project is completed. This may not apply to all items, like original music, but videotape, sets, props are all useful items which could be available to other users.

The costs of specialized promotions for the program may be covered by grant monies. General promotions, such as paid advertisements in the Suburban Life-Graphic and the Westmont Progress will be funded. The type of promotions that can be funded is that which is directed at the program's target audience. For example, direct mailings, posters, duplicating materials and other promotional ideas would be considered.

While the question of labor has been raised as an expense to be covered by these grants, the Commission will favor volunteer labor over paid labor. If you feel you must pay your talent or crew in order to produce the program you have in mind, you have these options:

1. pay them out of other money raised in the Community, or
2. obtain a matching grant from another grant foundation, or



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3. present information to the Commission to justify labor costs.

An exception to these options is the cost for Production Assistants Position(s).

#### WCCT Production Assistants

##### Primary Purpose:

- To assist the Community Cable Television Coordinator with specific projects geared toward promoting and enhancing the productivity at WCCT. The Cable TV Coordinator on an as-needed basis proposes projects. Upon approval of the project proposal by the Westmont Communications Commission, a person will be sought to complete the project.
- Candidates will be picked for their specific expertise on an as needed basis. Projects will range from editing to artwork as is required.
- Coordinator will recommend project and person chosen to complete it with input from Commission and Assistant Village Manager.
- Project may be payable upon completion with final approval by the Westmont Communications Commission and funded through the Public Access Grant Program.
- For more information and/or to offer your services as a possible candidate, contact the Community Cable Television Coordinator at the Village of Westmont, (630) 960-4710.
- Production Assistants will be paid minimum wage for their time and for any material expenses they incur as a result of completing the project. The regular grant application process must be followed with proper documentation (receipts, etc.) included with the form.
- The cost of each project will be determined with the proposal. The individual chosen will be responsible to complete the project within those guidelines and restrictions.



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#### **Grant Types:**

The Commission will consider applications for programs and projects that require grant assistance as follows:

#### **Mini-grant:**

These grants range from \$25 to \$100, which may be spent at the discretion of the recipient. The amount of the grant will reflect expenses. Payment will be made upon completion of the project. A simple application must be submitted for this grant. The forms are available at the Village Hall.

#### **Foundation Grant:**

These grants are for applications requesting funds in excess of the mini-grant. Projects would usually be more extensive than those of the mini-grant, such as a program series. An itemization of expenses is required and should be submitted as part of the grant application along with copies of receipts. Payment will usually be made upon completion of the project, but larger projects may be paid prior to completion. The Commission reserves the right to put a time limit on when a project must be completed. Applicants are urged to be very specific in their applications regarding costs of individual items requested for funding.

#### **Grant Application Process:**

Proposals may be brought to the Commission for counsel prior to filing an actual grant application. Large projects are encouraged to seek the Commission's advice before starting the grant process.

Applications for grants are available at the Clerk's Office of the Village Hall, 31 W. Quincy. The office is open Monday through Friday from 9:00 AM to 5:00 PM and Saturday from 9:00 AM to 12:00 Noon.

Deadlines for submitting the grants are the second Wednesday of each month. Grant applications will be reviewed at the regular meeting of the Communications Commission, which is the third Wednesday of each month. Applicants are highly encouraged to attend the Commission meeting to answer any questions that the Commission might have.

Applicants must submit five (5) copies of their application to the Communications Commission. Applications should be dropped off at the Village Hall, Attention ***Westmont Communications Commission***.



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#### **Fund Receipt:**

Once approved, allow a minimum 4 to 6 weeks after completion of project for receipt of funds.

#### **Recognition and Distribution:**

Producers whose program or projects have been funded in whole or in part by a grant from the Commission receive:

- Recognition that their program is contributing to the growth and vitality of Westmont Community Cable Television.
- Distribution of their program on a non-commercial basis by Media and WCCT Channel 6.

#### **General**

At this time there is no limit set as to how much money or how many grants any one producer can receive. We are interested in fostering more and better community programming. This policy may be reviewed at a later date. Until that time producers are encouraged to seek funds for the programs as they have the time and energy to carry them out.

If you have any questions, please contact the members of the Westmont Communications Commission or the Community Cable Television Coordinator at the Village Hall, 31 W. Quincy or call 829-4400.



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#### ***Grant Application***

**NAME OF INDIVIDUAL/  
ORGANIZATION**

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**PROGRAM  
PRODUCER**

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**ADDRESS**

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**TELEPHONE**

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**DATE SUBMITTED**

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**PROPOSED PROGRAM  
TITLE**

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**PROGRAM LENGTH**

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**NUMBER OF EPISODES PLANNED**

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**PROPOSED PRODUCTION SCHEDULE, (if applicable)**

Start by:

---

Finish By:

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**TARGET AUDIENCE**

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#### DESCRIPTION OF PROGRAM

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PROMOTION PLAN (attach if need be)

FUNDS NEEDED \_\_\_\_\_ ITEM \_\_\_\_\_

COST \_\_\_\_\_

PURPOSE OF PROGRAM \_\_\_\_\_

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#### IMPORTANCE OF PROGRAM

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If applicant is under age 18 a parent or guardian must sign the application as well.

\_\_\_\_\_  
*Applicants Signature*

\_\_\_\_\_  
*Date:*

\_\_\_\_\_  
*Parent/Guardian's Signature*

\_\_\_\_\_  
*Date:*

#### FOR COMMUNICATIONS COMMISSION USE ONLY:

Approved:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date